

ALCON,

This is a call out to all interested officer candidates to submit application materials, attached, for newly revised Virginia Defense Force Officer Candidate Program and Basic Officer Leadership Course. The Basic Officer Leadership Course will be required for all potential junior officer candidates prior to promotion into any of these slots.

This program has been developed after thorough review of the National Guard and other State Defense Force programs and, while it is modeled and structured in a similar fashion to these programs, it has been modified to meet the unique mission specific objectives of the Virginia Defense Force.

The goal of the program is to provide quality standardized basic leadership instruction for all incoming junior officer and warrant officer candidates within the Virginia Defense Force. At the outset of the program, candidates will be formed into a cohort where they will begin a 3-phase, 13 month leadership program of instruction that will require an estimated 244 hours of time commitment through a combination of self-study, group projects, classroom instruction and field exercises.

The program of instruction will cover some or all of the following course management plan listed below and will be administered through use of both TAC officers and guest instructors within and outside of the Virginia Defense Force.

All candidates must meet the following requires. No waivers will be approved;

#### **Basic Requirements**

- Must have been a member of the Virginia Defense Force (ACTIVE) for two calendar years as of start of class (August 2016)
- Must possess a BS/BA/BFA **PRIOR** to start of class (August 2016)
- Must be a United States Citizen
- Must have completed VDF Basic Orientation (Non Prior Service) or Military Basic Training (Prior Service)
- Must pass a Pre-BOLC Physical with NO physical limitations
- Must meet Height and Weight Standards (US Army Standards for age plus 10%)
- Cannot be not older than 47 years and 364 days at time of commissioning (AUG 2016)
- Must have completed required FEMA Coursework.
- Must pass pre-entry background check
- NO ITEM ABOVE IS WAIVERABLE

The following proposed timeline applies;

#### **Time Line**

##### **Application Phase**

- February 10 to March 28, 2016, Applications Accepted (application files attached)
- Send to LTC Jim Head (Jmhead@vdf-mail.org)
- Subject Line should read; BOLC 01-2016 LETTER OF APPLICATION ICO, JONES, JOHN L.

##### **Interview Phase**

- Interviews will be conducted at the Spring MUTA, 1-3 April, 2016
- If you are not at Spring MUTA, you will not be able to apply for this class

##### **Pre-Work Phase**

- Candidates will be announced in June 2016
- Pre-Course work will be assigned and must be completed prior to class start

## Phase One

- Class up Waller Depot, Richmond VA, August Drill (1<sup>st</sup> meeting)
- 2<sup>nd</sup> Meeting at MUTA, Fort Pickett, September, 2016
- 3<sup>rd</sup> Meeting Waller Depot, October Drill
- Consist of Drill and Ceremony, Academic and Leadership Training
- Off duty Reading and Book Reviews required
- FEMA and other course work required

## Phase Two

- Conducted during months 4-10
- Months 4/5/7/9/10 at home Regiment
- Month 6 at Waller Depot
- Month 8 at Spring MUTA
- Candidates assume Leadership Duties at home unit with emphasis in Staff Work Development
- Supervised by designated TAC Officers
- Off duty Reading and Book Reviews required

## Phase Three (CAPSTONE)

- Conducted at Waller Depot (Drills 11/12/13)
- Refine Leadership Skills
- Advanced Instruction on Leadership, Operations, Supply, Training Management an Disaster Response.
- Plan Graduation/Commissioning

## Graduation/Commissioning

- Conducted at Ft Pickett during Fall MUTA

**The complete BOLC application packet must be received by 28 March 2016.**

- 1) OCS Candidate Application Form
- 2) Typewritten narrative on standard 8 ½ by 11 inch paper stating **““Why I would be more value to the VDF as an Officer than a Senior NCO.”** 12pt/Times New Roman/One Inch Margins
- 3) Letter of Recommendation from Regiment Commander discussing candidate's leadership potential and suitability to serve as a Commissioned Officer.
- 4) Proof of Completion of the following VDF / FEMA courses:
  - i. Orient: VDF Orientation Training Course
  - ii. IIA: VDF Level II-A Training Course
  - iii. IS-100.b: Introduction to Incident Command
  - iv. IS-200.b: ICS for Single Resources and Initial Action Incident
  - v. IS-700.b: National Incident Management System (NIMS) An Introduction
  - vi. IS-800.b: National Response Framework, An Introduction
  - vii. IS-20.13: Diversity Awareness
  - viii. IS-19.13: EEO Supervisors Course
  - ix. IS-21.13: Civil Rights and FEMA Disaster Assistance
  - x. IET: Initial Entry Training

1. REQUIREMENTS: All newly recruited personnel with exception of those listed in ii. below are required to complete VDF Initial Entry Training or Prior Military Service
  2. EXEMPTIONS: IET may be waived for new recruits with at least 2 years of prior military service. Must have an Honorable Discharge and an Re1 Reenlistment Code.
- 5) If prior service, any and all DD-214

During the Spring MUTA 2016, the Officer Candidate Selection Board (OCSB) will meet to review all materials and interview all candidates to gauge interest, aptitude and commitment to the rigorous and time-intensive program of instruction. This interview is required and all candidates must appear in person. Uniform appearance and deportment will be judged.

For more questions, please contact LTC Head at [jimhead@vdf-mail.org](mailto:jimhead@vdf-mail.org).

James M. Head  
LTC (VA) MP  
BOLC OFFICER IN CHARGE